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ROUTING AND RECORD SHEET



SUBJECT: (Optional)

 FROM: Robert W. Magee
 Director of Personnel

EXTENSION

NO.

OP-861138

DATE

MAR 28 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

 1. Deputy Director
 for Administration
 7D24 Hqs

1 APR 1986

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MAR 28 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM : Robert W. Magee
Director of Personnel

SUBJECT : Placement Directors' Seminar
15 - 17 April 1986

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1. The Office of Personnel has invited 30 placement directors to a seminar to be conducted in the Headquarters building on 15, 16 and 17 April. The Administration Directorate has been allocated time on 16 April, from 10:30 a.m. to 11:50 a.m., to discuss directorate functions and/or recruitment requirements with our guests.

2. Please designate a contact person to prepare your agenda for this time period and put him/her in touch with [] the seminar coordinator, on [] We would appreciate your response by 1 April. *Soon as you can.*

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3. On the evening of 15 April, from 5:00 p.m. to 7:00 p.m., we are hosting a reception for our guests in the Executive Dining Room. You are cordially invited to attend.

4. Attached is a list of the invitees and a draft of the proposed agenda for your information.

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[]
Robert W. Magee

Attachments:

- A. Agenda
- B. List of Attendees

I will (✓) will not () attend reception.

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